

117-1-1. Definitions. (a) “Act” means the state certified and licensed real property appraisers act.

(b) “Appraisal foundation” means the appraisal foundation established on November 30, 1987 as a not-for-profit corporation under the laws of Illinois.

(c) “Appraiser” means a state licensed or certified appraiser.

(d) “Board” means the real estate appraisal board.

(e) “Classroom hour” means 50 minutes within a 60-minute segment. This definition reflects the traditional educational practice of having 50 minutes of instruction and 10 minutes of break time for each scheduled hour of instruction. The prescribed number of classroom hours shall include time devoted to examinations which are considered to be part of the course.

(f) “Course” means any educational offering.

(g) “General classification” means the certified general real property appraiser classification.

(h) “Licensed classification” means the state licensed real property appraiser classification.

(i) “National uniform standards of professional appraisal practice course” means the uniform standards of professional appraisal practice course developed by the appraisal foundation.

(j) “Residential classification” means the certified residential real property appraiser classification.

(k) “Provisional classification” means the state provisional licensed real property appraiser classification.

(l) "Sponsor" means any of the following entities, which may request course approval from the board or offer a course approved by the board for credit toward any education requirement of the act:

- (1) Colleges or universities;
- (2) community or junior colleges;
- (3) real estate appraisal or real estate-related organizations;
- (4) state or federal agencies or commissions;
- (5) proprietary schools; ~~and~~
- (6) other providers approved by the board; and
- (7) the appraisal foundation or its board.

(m) "Distance education" means any education process based on the geographical separation of student and instructor. (Authorized by and implementing K.S.A. 58-4105; effective Jan. 21, 1991; amended, T-117-6-10-91, June 10, 1991; amended Aug. 5, 1991; amended May 24, 1993; amended Aug. 15, 1994; amended May 3, 1996; amended May 23, 2003; amended P-_____.)

117-2-1. Licensed classification; education requirements. (a) In order to sit for the licensed classification examination, each applicant shall meet these requirements:

(1) Have received credit for ~~90~~ 150 classroom hours in the following subjects ~~related to real estate appraisal. Fifteen of the 90 hours shall include the completion of the national uniform standards of professional appraisal practice course, or its equivalent, and passing a written examination on the course, within the two-year period immediately preceding the date of application;~~

(A) 30 hours in basic appraisal principles;

(B) 30 hours in basic appraisal procedures;

(C) 15 hours in the national uniform standards of professional appraisal practice course or its equivalent, within the two-year period immediately preceding the date of application;

(D) 15 hours in market analysis and highest and best use;

(E) 15 hours in residential appraiser site valuation and cost approach;

(F) 30 hours in residential sales comparison and income approaches; and

(G) 15 hours in residential report writing and case studies.

(2) ~~have successfully completed an examination pertinent to each course for which credit is received~~ class hours may be obtained only where:

(A) the minimum length of the educational offering is at least 15 class hours; and

(B) the applicant successfully completes an approved closed-book examination pertinent to that educational offering ;

(3) the applicant will provide evidence, satisfactory to the board, of completion of courses approved by the board or provide evidence, satisfactory to the board, that the education covered all of the subject matter listed in (a)(1) ~~following topics with a particular emphasis on the appraisal of one- to four-unit residential properties:~~

- ~~(A) influences on real estate values;~~
- ~~(B) legal considerations in appraisal;~~
- ~~(C) types of value;~~
- ~~(D) economic principles;~~
- ~~(E) real estate markets and analysis;~~
- ~~(F) valuation process;~~
- ~~(G) property description;~~
- ~~(H) highest and best use analysis;~~
- ~~(I) appraisal statistical concepts;~~
- ~~(J) site value;~~
- ~~(K) sales comparison approach;~~
- ~~(L) cost approach;~~
- ~~(M) income approach, including gross rent multiplier analysis, estimation of income and expenses, and operating expense ratios;~~
- ~~(N) valuation of partial interests; and~~
- ~~(O) appraisal standards and ethics; and~~
- ~~(4) provide evidence satisfactory to the board that all courses taken after July 1, 1997 were taught by a licensed or certified appraiser or an instructor holding a degree in education employed by the college or university. At the time the course was taken, it shall have been approved by the board.~~
- ~~(b) For courses other than the uniform standards of professional appraisal practice, the education may have been obtained at any time before submission of an application for license to the board.~~
- ~~(c) The length of each course shall have been at least 15 classroom hours.~~

~~(b) Correspondence courses may be approved to meet the classroom hour requirement if the course has received approval for college credit from the American council on education's program on non-collegiate sponsored instruction or if these conditions are met~~
A distance education course is acceptable to meet the class hour requirements if:

(1) the course provides interaction in that there is a reciprocal environment where the student has verbal or written communication with the instructor; and ~~The course is presented by an accredited college or university offering correspondence programs in other disciplines.~~

(2) content approval is obtained from any of the following:

(A) the appraiser qualifications board,

(B) a state licensing jurisdiction, or

(C) an accredited college, community college or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the AQB or the state licensing jurisdiction; The applicant successfully completes a written examination administered by an official approved by the college or university.

(3) the course delivery mechanism is approved from one of the following sources:

(A) appraiser qualifications board approved organizations providing approval of course design and delivery; or

(B) a college that qualifies for content approval as set out in (d)(2)(C) that awards academic credit for the distance education course; or

(C) a qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

(4) Distance education courses intended for use as qualifying education must include a written examination proctored by an official approved by the college or university or by the sponsoring organization. The subject matter is appraisal-related, and the length is equivalent to a minimum of 15 classroom hours.

~~(e) Video and remote TV educational offerings may be approved to meet the classroom hour requirement if these conditions are met:~~

~~(1) The course is presented by an accredited college or university offering similar programs in other disciplines.~~

~~(2) The applicant successfully completes a written examination administered by an official approved by the college or university.~~

~~(3) The subject matter is appraisal-related, and the length is equivalent to a minimum of 15 classroom hours.~~

(c) An applicant who has completed two or more courses generally comparable in content, meaning topics covered, may receive credit only for the longest of the comparable courses completed.

(d) the national uniform standards of professional appraisal practice course (USPAP) taken in different years are not to be considered repetitive.

(e) Credit toward the classroom hour requirement may be awarded to teachers of appraisal courses.

~~(h) Credit may be granted by the board if an applicant obtained credit from the course provider by challenge examination without attending the course, if these conditions are met:~~

~~1) The credit was granted by the course provider before July 1, 1990.~~

~~2) The board is satisfied with the quality of the challenge examination.~~ (Authorized by and implementing K.S.A. 58-4109; effective Jan. 21, 1991; amended, T-117-6-10-91, June

10, 1991; amended Aug. 5, 1991; amended May 24, 1993; amended Jan. 9, 1998; amended March 26, 1999; amended May 23, 2003; amended P-_____.)

117-2-2. Licensed classification; experience requirement. (a) Each applicant for the licensed classification shall have 2,000 hours of appraisal experience obtained in no fewer than 12 months ~~shall have the equivalent of two years of appraisal experience. One thousand hours shall constitute one year of appraisal experience. Any applicant may accumulate experience hours over more than one calendar year and may receive credit for more than 1,000 hours within any one calendar year.~~

(b) All experience must be compliant with the uniform standards of professional appraisal practice (USPAP). An applicants experience must be appraisal work conforming to Standards 1, 2, 3, 5, and/or 6, where the appraiser demonstrates proficiency in the appraisal principles, methodology, procedures (development), and reporting conclusions.

(c) The quantitative experience requirements must be satisfied by time spent on the appraisal process. The appraisal process shall consist of:

(1) analyzing factors that affect value;

(2) defining the problem;

(3) gathering and analyzing data;

(4) applying the appropriate analysis and methodology; and

(5) arriving at an opinion and correctly reporting the opinion in compliance with the national uniform standards of professional appraisal practice.

(d) In order for the board to determine whether or not the experience requirements have been satisfied, each applicant shall submit a verified appraisal experience log sheet, in a format prescribed by the board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application. Each appraisal report shall be signed by the applicant or the preparer of the report who supervised the applicant. If the applicant does not sign the appraisal report, the preparer shall indicate whether or not the applicant provided significant professional assistance in the appraisal process.

~~(1) The log sheet shall include the following information:~~

~~(A) The date of each appraisal report;~~

~~(B) the category of appraisal conducted;~~

~~(C) the type of property involved and a description of the property involved; and~~

~~(D) the number of hours involved in completing the appraisal.~~

Additional file memoranda to support the claim for experience may be requested by the board.

(1) If an applicant has not maintained a record of the actual number of hours involved in completing an appraisal, the applicant may estimate the number of hours as follows:

(A) Residential appraisal. To estimate the number of hours for each residential appraisal, the following calculation shall be used:

(i) Multiply the number of approaches taken by two; and

(ii) to the figure computed in paragraph (b)(2)(A)(i), add one of the following numbers according to the type of appraisal report generated: six for self-contained, four for summary, or zero for restricted use.

(B) Commercial or agricultural appraisal. To estimate the number of hours for each commercial or agricultural appraisal, the following calculation shall be used:

(i) Multiply the number of approaches taken by eight; and

(ii) to the figure computed in paragraph (b)(2)(B)(i), add one of the following numbers according to the type of appraisal report generated: 16 for self-contained, eight for summary, or zero for restricted use.

(e) Upon request of the board, each applicant shall submit a minimum of three appraisal reports selected by the board from the applicant's log sheet and one appraisal report selected by the applicant from the log sheet. The selected appraisal reports shall be reviewed in accordance with standard rule 3 by the board or the board's designee for

competency, within the scope of practice of the appraisal work authorized for the licensed classification, by using the criteria specified in K.S.A. 58-4109(d) and amendments thereto, and in particular, standards 1 and 2 of the edition of the uniform standards of professional appraisal practice (USPAP) in effect at the time the appraisal was performed. Approval of an applicant's experience hours shall be subject to board approval of the requisite number of experience hours and board approval of the selected appraisal reports.

(f) Acceptable appraisal experience shall include a minimum of 1,500 experience hours of real property appraisal experience.

(g) Acceptable appraisal experience may include an aggregate maximum of 25% of the total number of experience hours in the following appraisal categories:

- (1) Ad valorem tax appraisal;
- (2) review appraisal;
- ~~(3) real estate consulting;~~
- (4) highest and best use analysis;
- (5) feasibility analysis study;
- ~~(6) teaching of appraisal courses;~~
- (7) drive-by appraisals; and
- (8) restricted appraisal reports.

(h) There need not be a client in order for an appraisal to qualify for experience, however, experience gained for work without a client cannot exceed 50% of the total experience requirement.

(1) Case studies or practicum courses that are approved by the appraiser qualifications board course approval program can satisfy the non-client experience requirement. (Authorized by and implementing K.S.A. 58-4109; effective Jan. 21, 1991;

amended, T-117-6-10-91, June 10, 1991; amended Aug. 5, 1991; amended July 25,

1994; amended June 5, 1995; amended March 7, 1997; amended March 26, 1999; amended Oct. 8, 2004; amended P-____.)

117-2-4. Licensed classification; scope of practice. (a) The licensed classification applies to the appraisal of non-complex one to four residential units having a transaction value less than \$1,000,000 and complex one to four residential units having a transaction value less than \$250,000.

(1) Complex one-to four-family residential property appraisal means one in which the property to be appraised, the form of ownership, or the market conditions are atypical.

(2) For non-federally related transaction appraisals, transaction value shall mean market value.

(b) The licensed classification includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes and where the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions wherein a development analysis or appraisal is necessary and utilized.

~~(c) The licensed classification may also apply to the appraisal of any other property permitted by the regulations of the applicable federal financial institutions regulatory agency, other agency or regulatory body.~~

(c) All licensed appraisers ~~are bound by~~ must comply with the competency provision rule of the uniform standards of professional appraisal practice.

(d) All licensed appraisers shall perform and practice in compliance with the uniform standards of professional appraisal practice. (Authorized by and implementing K.S.A. 1992 Supp. 58-4109; effective, T-117-6-10-91, June 10, 1991; effective Aug. 5, 1991; amended May 24, 1993; amended P-_____.)

117-3-1. General classification; education requirements. (a) In order to sit for the general classification examination, each applicant shall meet these requirements:

(1) Hold a bachelors degree or higher from an accredited college or university;

(2) or in lieu of the bachelors degree, have passed the following collegiate subject matter courses from an accredited college, junior college, community college or university:

(A) English Composition;

(B) Micro Economics;

(C) Macro Economics;

(D) Finance;

(E) Algebra, Geometry, or higher mathematics;

(F) Statistics;

(G) Introduction to Computers - Word processing/spreadsheets;

(H) Business or Real Estate Law; and

(I) Two elective courses in accounting, geography, ageconomics, business management, or real estate.

(3) Total credits are the total hours of equivalent college courses in lieu of a bachelor's degree or 30 semester credit hours.

(4) If an accredited college or university accepts the college-level examination program (CLEP) examination(s) and issues a transcript for the exam, showing its approval, it will be considered as credit for the college course.

(5) Have received 300 classroom hours comprised of the following: ~~in subjects related to real estate appraisal. Fifteen of the 180 hours shall include the completion of the national uniform standards of professional appraisal practice course, or its equivalent, and passing a written examination of the course, within the two year period immediately preceding the date of application;~~

(A) 30 hours of basic appraisal principles;

(B) 30 hours of basic appraisal procedures;

(C) 15 hours in the national uniform standards of professional appraisal practice course or its equivalent within the two-year period immediately preceding the date of the application;

(D) 30 hours general appraisal market analysis and highest and best use;

(E) 15 hours statistics, modeling and finance;

(F) 30 hours general appraiser sales comparison approach;

(G) 30 hours general appraiser site valuation and cost approach;

(H) 60 hours general appraiser income approach within the two-year period immediately preceding the date of the application;

(I) 30 hours general appraiser report writing and case studies; and

(J) 30 hours appraisal subject matter electives, which may include hours over the minimum shown above.

~~(6) have successfully completed a board-approved income capitalization course of not less than 24 hours, within the two-year period immediately preceding the date of application;~~

Class hours may be obtained only where:

(A) the minimum length of the education offering is at least 15 class hours; and

(B) the applicant successfully completes an approved closed-book examination pertinent to that educational offering.

~~(7) Have successfully completed an examination pertinent to each course for which credit is received~~

(7) The applicant will provide evidence, satisfactory to the board, of completion of courses approved by the board or provide evidence, satisfactory to the board, that the education covered all of the subject matter as listed in (a)(5) ~~following topics with a particular~~

~~emphasis on the appraisal of non-residential properties (residential is defined as one to four residential units):~~

~~(A) Influences on real estate values;~~

~~(B) legal considerations in appraisal;~~

~~(C) types of value;~~

~~(D) economic principles;~~

~~(E) real estate markets and analysis;~~

~~(F) valuation process;~~

~~(G) property description;~~

~~(H) highest and best use analysis;~~

~~(I) appraisal statistical concepts;~~

~~(J) site value;~~

~~(K) sales comparison approach;~~

~~(L) cost approach;~~

~~(M) income approach, including estimation of income and expenses, operating statement ratios, direct capitalization, cash flow estimates, measures of cash flow, and discounted cash flow analysis;~~

~~(N) valuation of partial interests;~~

~~(O) appraisal standards and ethics; and~~

~~(P) narrative report writing.~~

(b) The ~~480~~ 300 classroom hours specified in paragraph (a)(~~4~~ 5) may include the ~~90~~ 150 classroom hours required for the licensed classification or the ~~420~~ 200 classroom hours required for the residential classification.

~~(c) The length of each course shall have been at least 15 classroom hours.~~

~~(c) Correspondence courses may be approved to meet the classroom hour requirement if each course has received approval for college credit from the American council on education's program on non-collegiate sponsored instruction or if these requirements are met~~ A distance education course is acceptable to meet the classroom hour requirements if:

(1) the course provides interaction in that there is a reciprocal environment where the student has verbal or written communication with the instructor; and is presented by an accredited college or university offering correspondence programs in other disciplines.

(2) content approval is obtained from any of the following:

(A) the appraiser qualifications board,

(B) a state licensing jurisdiction, or

(C) an accredited college, community college or university that offers distance education programs and is approved or accredited by the commission on colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the appraiser qualifications board or the state licensing jurisdiction; The applicant successfully completes a written examination administered by an official approved by the college or university.

(3) the course delivery mechanism is approved from one of the following sources: The subject matter is appraisal related, and the length is equivalent to a minimum of 15 classroom hours.

(A) appraiser qualification board approved organizations providing approval of course design and delivery; or

(B) a college that qualifies for content approval as set out in (d)(2)(C) that awards academic credit for the distance education course; or

(C) a qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

(4) Distance education courses intended for use as qualifying education must include a written examination proctored by an official approved by the college or university or by the sponsoring organization.

~~(e) Video and remote TV educational offerings may be approved to meet the classroom hour requirement if these requirements are met:~~

~~(1) The course is presented by an accredited college or university offering similar programs in other disciplines.~~

~~(2) The applicant successfully completes a written examination administered by an official approved by the college or university.~~

~~(3) The subject matter is appraisal related, and the length is equivalent to a minimum of 15 classroom hours.~~

(d) Any applicant who has completed two or more courses generally comparable in content, meaning topics covered, may receive credit only for the longest of the comparable courses completed.

(e) the national uniform standards of professional appraisal practice course (USPAP) taken in different years are not to be considered repetitive.

(f) Credit toward the classroom hour requirement may be awarded to teachers of appraisal courses.

~~(h) Credit may be granted by the board if an applicant obtained credit from the course provider by challenge examination without attending the course, if these conditions are met:~~

~~(1) The credit was granted before July 1, 1990.~~

~~(2) The board is satisfied with the quality of the challenge examination. (Authorized by and implementing K.S.A. 58-4109; effective Jan. 21, 1991; amended, T-117-6-10-91, June~~

10, 1991; amended Aug. 5, 1991; amended May 24, 1993; amended Jan. 9, 1998; amended March 26, 1999; amended May 23, 2003; amended P-_____.)

117-3-2. General classification; experience requirement. (a) Each applicant for the general classification shall have 3,000 hours of appraisal experience obtained continuously over a period of no fewer than 30 months.

(b) All experience must be compliant with the uniform standards of professional appraisal practice (USPAP). An applicants experience must be appraisal work conforming to Standards 1, 2, 3, 5, and/or 6, where the appraiser demonstrates proficiency in the appraisal principles, methodology, procedures (development), and reporting conclusions.

(c) The quantitative experience requirements must be satisfied by time spent on the appraisal process. The appraisal process shall consist of:

(1) analyzing factors that affect value;

(2) defining the problem;

(3) gathering and analyzing data;

(4) applying the appropriate analysis and methodology; and

(5) arriving at an opinion and correctly reporting the opinion in compliance with the nation uniform standards of professional appraisal practice.

(d) At least 1,500 hours of appraisal experience shall have been nonresidential appraisal work. For purposes of this regulation, “residential” shall be defined as one to four residential units.

(e) In order for the board to determine whether or not the experience requirements have been satisfied, each applicant shall submit a verified appraisal experience log sheet, in a format prescribed by the board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application. Each appraisal report shall be signed by the applicant or the preparer of the report who supervised the applicant. If the applicant does not sign the appraisal report, the preparer shall indicate whether or not the applicant provided significant professional assistance in the appraisal process.

~~(1) The log sheet shall include the following information:~~

~~(A) The date of each appraisal report;~~

~~(B) the category of appraisal conducted;~~

~~(C) the type of property involved and a description of the property; and~~

~~(D) the number of hours involved in completing the appraisal.~~

Additional file memoranda to support the claim for experience may be requested by the board.

(1) If an applicant has not maintained a record of the actual number of hours involved in completing an appraisal, the applicant may estimate the number of hours as follows:

(A) Residential appraisal. To estimate the number of hours for each residential appraisal, the following calculation shall be used:

(i) Multiply the number of approaches taken by two; and

(ii) to the figure computed in paragraph (c)(2)(A)(i), add one of the following numbers according to the type of appraisal report generated: six for self-contained, four for summary, or zero for restricted use.

(B) Commercial or agricultural appraisal. To estimate the number of hours for each commercial or agricultural appraisal, the following calculation shall be used:

(i) Multiply the number of approaches taken by eight; and

(ii) to the figure computed in paragraph (c)(2)(B)(i), add one of the following numbers according to the type of appraisal report generated: 16 for self-contained, eight for summary, or zero for restricted use.

(f) Upon request of the board, each applicant shall submit a minimum of three appraisal reports selected by the board from the applicant's log sheet and one appraisal report selected by the applicant from the log sheet. The selected appraisal reports shall be reviewed by the board or the board's designee, in accordance with standard rule 3, for

competency within the scope of practice of the appraisal work authorized for the general classification, by using the criteria specified in K.S.A. 58-4109(d) and amendments thereto, and in particular, standard rules 1 and 2 of the edition of the uniform standards of professional appraisal practice (USPAP) in effect at the time the appraisal was performed. Approval of an applicant's experience hours shall be subject to board approval of the requisite number of experience hours and board approval of the selected appraisal reports.

(g) Acceptable appraisal experience shall include a minimum of 2,500 experience hours of real property appraisal experience.

(h) Acceptable appraisal experience may include an aggregate maximum of 25% of the total number of experience hours in the following appraisal categories:

- (1) Ad valorem tax appraisal;
- (2) review appraisal;
- (3) real estate consulting;
- (4) highest and best use analysis;
- (5) feasibility analysis study;
- (6) teaching of appraisal courses;
- (7) drive-by appraisals;
- (8) restricted appraisal reports; and
- (9) limited appraisal reports.

(i) There need not be a client in order for an appraisal to qualify for experience, however, experience gained for work without a client cannot exceed 50% of the total experience requirement.

(1) Case studies or practicum courses that are approved by the appraiser qualifications board course approval program can satisfy the non-client experience requirement. (Authorized by and implementing K.S.A. 58-4109; effective Jan. 21, 1991;

amended, T-117-6-10-91, June 10, 1991; amended Aug. 5, 1991; amended July 25, 1994;
amended June 5, 1995; amended March 7, 1997; amended Jan. 9, 1998; amended March
26, 1999; amended Oct. 8, 2004; amended P-_____.)

117-3-4. General classification; scope of practice. (a) The general classification applies to the appraisal of all types of real property.

(b) All certified general appraisers ~~are bound by~~ must comply with the competency ~~provision~~ rule of the uniform standards of professional appraisal practice.

(c) All certified general appraisers shall perform and practice in compliance with the uniform standards of professional appraisal practice. (Authorized by and implementing K.S.A. 1990 Supp. 58-4109, as amended by 1991 SB 376, Sec. 9; effective, T-117-6-10-91, June 10, 1991; effective Aug. 5, 1991; amended P-_____.)

117-4-1. Residential classification; education requirements. (a) In order to sit for the residential classification examination, each applicant shall meet these requirements:

(1) Hold an associate degree, or higher, from an accredited college, junior college, community college, or university;

(2) or in lieu of the associate degree, have passed the following collegiate subject matter courses from an accredited college, junior college, community college or university:

(A) English Composition;

(B) Principles of Economics (Micro or Macro);

(C) Finance;

(D) Algebra, Geometry or higher mathematics;

(E) Statistics;

(F) Introduction to Computers-Word processing/spreadsheets; and

(G) Business or Real Estate Law.

(3) total credits are the total hours of equivalent college courses in lieu of an associate degree or 21 semester credit hours.

(4) if an accredited college or university accepts the college-level examination program (CLEP) examination(s) and issues a transcript for the exam, showing its approval, it will be considered as credit for the college course.

(5) have received ~~420~~ 200 classroom hours comprised of the following ~~in subjects related to real estate appraisal. Fifteen of the 120 hours shall include the completion of the national uniform standards of professional appraisal practice course, or its equivalent, and passing a written examination on the course, within the two year period immediately preceding the date of application;~~

(A) 30 hours in basic appraisal principles;

(B) 30 hours in basic appraisal procedures;

(C) 15 hours in the national uniform standards of professional appraisal practice course or its equivalent, with the two-year period immediately preceding the date of application;

(D) 15 hours in residential market analysis and highest and best use;

(E) 15 hours in residential appraiser site valuation and cost approach;

(F) 30 hours in residential sales comparison and income approaches;

(G) 15 hours in residential report writing and case studies, completed within the three-year period immediately preceding the date of application;

(H) 15 hours in statistics, modeling and finance;

(I) 15 hours in advanced residential applications and case studies; and

(J) 20 hours in appraisal subject matter electives, which may include hours over the minimum shown above.

~~(2) have successfully completed a board approved, 15-classroom-hour course that covers report writing within the three-year period immediately preceding the date of application;~~

~~(6) have successfully completed an examination pertinent to each course for which credit is received~~ class hours may be obtained only where:

(A) the minimum length of the education offering is at least 15 class hours; and

(B) the applicant successfully completes an approved closed-book examination pertinent to that education offering;

(7) the applicant will provide evidence, satisfactory to the board, of completion of courses approved by the board or provide evidence, satisfactory to the board, that the education covered all of the subject matter as detailed in (a)(4) ~~following topics with a particular emphasis on the appraisal of one to four unit residential properties:~~

~~(A) Influences on real estate values;~~

~~(B) legal considerations in appraisal;~~

~~(C) types of value;~~

~~(D) economic principles;~~

~~(E) real estate markets and analysis;~~

~~(F) valuation process;~~

~~(G) property description;~~

~~(H) highest and best use analysis;~~

~~(I) appraisal statistical concepts;~~

~~(J) site value;~~

~~(K) sales comparison approach;~~

~~(L) cost approach;~~

~~(M) income approach, including gross rent multiplier analysis, estimation of income and expenses, operating expense ratios, and direct capitalization;~~

~~(N) valuation of partial interests;~~

~~(O) appraisal standards and ethics; and~~

~~(P) narrative report writing.~~

(b) The ~~420~~ 200 classroom hours specified in paragraph (a)(~~4~~ 4) may include the ~~90~~ 120 classroom hours required for the licensed classification.

~~(c) The length of each course shall have been at least 15 classroom hours.~~

~~(c) Correspondence courses may be approved to meet the classroom hour requirement if the course has received approval for college credit from the American council on education's program on non-collegiate sponsored instruction or if these conditions are met~~
A distance education course is acceptable to meet the classroom hour requirements if:

(1) The course provides interaction in that there is a reciprocal environment where the student has verbal or written communication with the instructor; and is presented by an accredited college or university offering correspondence programs in other disciplines.

(2) content approval is obtained from any of the following: The applicant successfully completes a written examination administered by an official approved by the college or university.

(A) the appraiser qualifications board;

(B) a state licensing jurisdiction; or

(C) an accredited college, community college or university that offers distance education programs and is approved or accredited by the commission on colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the appraiser qualifications board or a state licensing jurisdiction;

(3) the course delivery mechanism is approved from one of the following sources: The subject matter is appraisal related, and the length is equivalent to a minimum of 15 classroom hours

(A) appraiser qualification board approved organizations providing approval of course design and delivery; or

(B) a college that qualifies for content approval as set out in (d)(2) that awards academic credit for the distance education course; or

(C) a qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

(4) Distance education courses intended for use as qualifying education must include a written examination proctored by an official approved by the college or university or by the sponsoring organization.

~~(e) Video and remote TV educational offerings may be approved to meet the classroom hour requirement if these conditions are met:~~

~~(1) The course is presented by an accredited college or university offering similar programs in other disciplines.~~

~~(2) The applicant successfully completes a written examination administered by an official approved by the college or university.~~

~~(3) The subject matter is appraisal related, and the length is equivalent to a minimum of 15 classroom hours.~~

(d) An applicant who has completed two or more courses comparable in content, meaning topics covered, may receive credit only for the longest of the comparable courses completed.

(e) Credit toward the classroom hour requirement may be awarded to teachers of appraisal courses.

(f) The national uniform standards of professional appraisal practice course (USPAP) taken in different years are not to be considered repetitive.

~~(h) Credit may be granted by the board if an applicant obtained credit from the course provider by challenge examination without attending the course if these requirements are met:~~

~~(1) The credit was granted before July 1, 1990.~~

~~(2) The board is satisfied with the quality of the challenge examination.~~ (Authorized by and implementing K.S.A. 58-4109; effective Jan. 21, 1991; amended, T-117-6-10-91, June 10, 1991; amended Aug. 5, 1991; amended May 24, 1993; amended Jan. 1, 1994; amended Jan. 9, 1998; amended March 26, 1999; amended May 23, 2003; amended P-_____.)

117-4-2. Residential classification; experience requirement. (a) Each applicant for the residential classification shall have 2,500 hours of appraisal experience obtained continuously over a period of no fewer than 24 months.

(b) All experience must be compliant with the uniform standards of professional appraisal practice (USPAP). An applicant's experience must be appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in the appraisal principles, methodology, procedures (development), and reporting conclusions.

(c) The quantitative experience requirements must be satisfied by time spent on the appraisal process. The appraisal process shall consist of:

(1) analyzing factors that affect value;

(2) defining the problem;

(3) gathering and analyzing data;

(4) applying the appropriate analysis and methodology; and

(5) arriving at an opinion and correctly reporting the opinion in compliance with the national uniform standards of professional appraisal practice.

(d) In order for the board to determine whether or not the experience requirements have been satisfied, each applicant shall submit a verified appraisal experience log sheet, in a format prescribed by the board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application. Each appraisal report shall be signed by the applicant or the preparer of the report who supervised the applicant. If the applicant does not sign the appraisal report, the preparer shall indicate whether or not the applicant provided significant professional assistance in the appraisal process.

~~(1) The log sheet shall include the following information:~~

~~(A) The date of each appraisal report;~~

~~(B) the category of appraisal conducted;~~

~~(C) the type of property involved and a description of the property involved; and~~

~~(D) the number of hours involved in completing the appraisal.~~

Additional file memoranda to support the claim for experience may be requested by the board.

(1) If an applicant has not maintained a record of the actual number of hours involved in completing an appraisal, the applicant may estimate the number of hours as follows:

(A) Residential appraisal. To estimate the number of hours for each residential appraisal, the following calculation shall be used:

(i) Multiply the number of approaches taken by two; and

(ii) to the figure computed in paragraph (b)(2)(A)(i), add one of the following numbers according to the type of appraisal report generated: six for self-contained, four for summary, or zero for restricted use.

(B) Commercial or agricultural appraisal. To estimate the number of hours for each commercial or agricultural appraisal, the following calculation shall be used:

(i) Multiply the number of approaches taken by eight; and

(ii) to the figure computed in paragraph (b)(2)(B)(i), add one of the following numbers according to the type of appraisal report generated: 16 for self-contained, eight for summary, or zero for restricted use.

(e) Upon request of the board, each applicant shall submit a minimum of three appraisal reports selected by the board from the applicant's log sheet and one appraisal report selected by the applicant from the log sheet. The selected appraisal reports shall be reviewed by the board or the board's designee, in accordance with standard rule 3 for competency within the scope of practice of the appraisal work authorized for the residential classification, by using the criteria specified in K.S.A. 58-4109(d) and amendments thereto, and in particular, standard rules 1 and 2 of the edition of the uniform standards of

professional appraisal practice (USPAP) in effect at the time the appraisal was performed. Approval of an applicant's experience hours shall be subject to board approval of the requisite number of experience hours and board approval of the selected appraisal reports.

(f) Acceptable appraisal experience shall include a minimum of 2,000 experience hours of real property appraisal experience.

(g) Acceptable appraisal experience may include an aggregate maximum of 25% of the total number of experience hours in the following appraisal categories:

- (1) Ad valorem tax appraisal;
- (2) review appraisal;
- ~~(3) real estate consulting;~~
- (3) highest and best use analysis;
- (4) feasibility analysis study;
- ~~(6) teaching of appraisal courses;~~
- (5) drive-by appraisals; and
- (6) restricted appraisal reports

(h) There need not be a client in order for an appraisal to qualify for experience, however, experience gained for work without a client cannot exceed 50% of the total experience requirement.

(1) Case studies or practicum courses that are approved by the appraiser qualifications board course approval program can satisfy the non-client experience requirement. (Authorized by and implementing K.S.A. 58-4109; effective, T-117-6-10-91, June 10, 1991; effective Aug. 5, 1991; amended July 25, 1994; amended June 5, 1995; amended March 7, 1997; amended Jan. 9, 1998; amended March 26, 1999; amended Oct. 8, 2004; amended P-_____.)

117-4-4. Residential classification; scope of practice. (a) The residential classification applies to the appraisal of one to four residential units without regard to transaction value or complexity.

(b) The residential classification includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes and where the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions wherein a development analysis or appraisal is necessary and utilized.

~~(c) The residential classification may also apply to the appraisal of any other property permitted by the regulations of the applicable federal financial institutions regulatory agency, other agency or regulatory body.~~

(c) All certified residential appraisers ~~are bound by~~ must comply with the competency ~~provision~~ rule of the uniform standards of professional appraisal practice.

(d) All certified residential appraisers shall perform and practice in compliance with the uniform standards of professional appraisal practice. (Authorized by and implementing K.S.A. 1991 Supp. 58-4109; effective, T-117-6-10-91, June 10, 1991; effective Aug. 5, 1991; amended May 24, 1993; amended P-_____.)

117-5-1. Provisional classification; education and examination requirements. In order to be eligible for the provisional classification, each applicant shall complete the education ~~and testing~~ requirements listed in K.A.R. 117-2-1 and ~~117-2-3~~, K.A.R. 117-4-1 and ~~117-4-3~~, or K.A.R. 117-3-1 and ~~117-3-3~~. (Authorized by and implementing K.S.A. 58-4109; effective Aug. 15, 1994; amended April 24, 1998; amended P-_____.)

117-6-1. Continuing education; renewal requirements. (a)(1) The continuing education requirement for renewal of a license or certificate for the provisional, licensed, residential, and general classifications shall be the equivalent of 14 classroom hours of instruction. A two-year total of 28 hours of continuing education hours may be averaged over each two-year period as defined in paragraph (a)(2) and as provided in paragraphs (a)(3) and (a)(4) below. Each course for which credit is requested shall have received approval of the board or approval by the appraisal licensing agency of the state in which the course was held for renewal of the applicable classification before the completion of the course.

(2) For persons certified or licensed before July 1, 2003, the two-year period shall begin on July 1, 2003 and shall continue biennially thereafter. For persons certified or licensed on and after July 1, 2003, the first two-year period shall end on June 30, 2005 and shall continue biennially thereafter.

(3) For persons certified or licensed before July 1, 2003, within two years after July 1, 2003 and within every subsequent two-year period, each certified or licensed appraiser shall attend a seven-classroom-hour national uniform standards of professional appraisal practice update course, or its equivalent.

(4) For persons certified or licensed on and after July 1, 2003, within the two-year period ending June 30, 2005 and every subsequent two-year period, each certified or licensed appraiser shall attend a seven-classroom-hour national uniform standards of professional appraisal practice update course, or its equivalent.

(b) An appraiser shall not receive continuing education credit for a course for which the appraiser received credit toward the original classroom hour requirement specified in K.A.R. 117-2-1, 117-3-1, or 117-4-1, except for the course on the uniform standards of professional appraisal practice and updates of the course. However, if a licensed or certified appraiser receives credit for a course to apply toward a higher classification, the appraiser may also

receive continuing education credit for the course if it is approved by the board or by the appraisal licensing agency of the state in which the course was held for continuing education credit.

(c)(1) Up to one half of an individual's continuing education credit may also be granted for participation, other than as a student, in appraisal educational processes and programs. Activities for which credit may be granted shall include any of the following:

(A) Teaching;

(i) Credit for instructing any given course or seminar can only be awarded once during a continuing education cycle.

(B) program development;

(C) authorship of textbooks; or

(D) similar activities that are determined by the board to be equivalent to obtaining continuing education.

(2) Each appraiser seeking credit for attendance at or participation in an educational activity that was not previously accredited shall submit to the board a request for credit, which shall include the following information:

(A) A description of the activity;

(B) the date or dates of the activity;

(C) the subject or subjects covered;

(D) the name of each instructor and the instructor's qualifications;

(E) the number of credit hours requested, which shall not exceed the required minimum of 14 hours per renewal; and

(F) any other information required by the board.

Within 30 days after receipt of this request, the appraiser shall be advised by the board in writing whether credit is granted and what amount of continuing education credit will be

allowed. Either the sponsor or appraiser shall submit a separate request for approval of each continuing education activity.

(3) Board members who actively serve on the board may receive 14 hours of appraisal continuing education on an annual basis.

(d) It shall be the appraiser's responsibility to keep track of that individual's continuing education credit. At the time of renewal of a license or certificate, the appraiser shall provide verification of completion of continuing education by affidavit to the board.

(1) The affidavit shall contain a statement of continuing education courses completed by the appraiser.

(2) The appraiser shall list all courses completed on the affidavit.

(3) The appraiser shall retain all course completion certificates for five years and shall make the certificates available to the board for review upon request.

(e) If any appraiser requests credit according to subsection (c) of this regulation, the appraiser shall submit a detailed description of the activities with the application for renewal on a form obtained from the board.

(f) A nonresident of Kansas may receive credit for courses approved by the state of residence by submitting certificates of completion and evidence that each course for which credit is requested was approved by the state of residence. Evidence of renewal of an equivalent license or certificate by a nonresident's state of residence may be recognized by the board as meeting the education requirement for renewal of the nonresident's Kansas license or certificate. (Authorized by K.S.A. 58-4105(a) and K.S.A. 58-4109; implementing K.S.A. 58-4109, K.S.A. 2001 Supp. 58-4112, and K.S.A. 58-4117; effective Jan. 21, 1991; amended, T-117-6-10-91, June 10, 1991; amended Aug. 5, 1991; amended May 24, 1993; amended July 25, 1994; amended Feb. 6, 1995; amended Jan. 9, 1998; amended July 16, 1999; amended May 17, 2002; amended May 23, 2003; amended P-_____.)

117-6-2. Continuing education; approval of courses; requirements. (a) Each continuing education course approved by the board shall ensure that each appraiser participates in a program that maintains and increases the appraiser's skill, knowledge, and competency in real estate appraising.

(b) Courses approved by the board for renewal of a license or certificate shall cover real estate-related appraisal topics that may include the following:

- (1) Ad valorem taxation;
- (2) arbitration, dispute resolution;
- (3) ~~business~~ courses related to the practice of real estate appraisal or consulting;
- (4) ~~construction~~ development cost estimating;
- (5) ethics and standards of professional practice;
- (6) land use planning, zoning, ~~and taxation~~;
- (7) management, leasing, ~~brokerage~~, and time-sharing;
- (8) property development, partial interests;
- (9) real estate appraisal, including valuations and evaluations;
- (10) real estate law, easements, and legal interests;
- (11) real estate litigation, damages, condemnation;
- (12) real estate financing and investment;
- (13) real estate appraisal-related computer applications; and
- (14) real estate securities and syndication; ~~and~~
- (15) ~~real property exchange~~.

(c) The length of each course approved for continuing education credit shall be at least two classroom hours.

(d) Distance education is defined as any education process based on the geographical separation of student and instructor. A distance education course is acceptable to meet class

hour requirements if the course provides a reciprocal environment where the student has verbal or written communication with the instructor. Any correspondence distance education course may be approved for continuing education credit if the course has received approval for college credit from the American council on education's program on non-collegiate sponsored instruction or if both of the following conditions are met one of the following conditions is met:

(1) The course is presented by an accredited college or university that offers correspondence programs in other disciplines; and

(A) the student successfully completes a written examination proctored by an official approved by the presenting college or university or by the sponsoring organization consistent with the requirements of the course accreditation; or

(B) if a written examination is not required for accreditation, the student successfully completes the course mechanisms required for accreditation which demonstrates mastery and fluency; or

(2) the course is presented to an organized group in an instructional setting with a person qualified and available to answer questions, provide information, and monitor student attendance; or

(3) the course has received approval of the international distance education certification center (IDECC) for the course design and delivery mechanism; and

(A) the student successfully completes a written examination proctored by an official approved by the presenting college or university or by the sponsoring organization consistent with the requirements of the course accreditation; or

(B) if a written examination is not required for accreditation, the student successfully completes the course mechanisms required for accreditation which demonstrates mastery and fluency.

~~(e) The appraiser successfully completes a written examination administered by an official approved by the college or university.~~

~~(e) Video and remote television presentations may be approved by the board if either of the following conditions is met:~~

~~(1) The presentation is a minimum of two classroom hours, is for an organized group in an instructional setting, and includes a qualified resource person available to answer questions, provide information, and monitor student attendance.~~

~~(2) (A)(i) The course is presented by a college or university accredited by the commission on colleges or a regional accreditation association that offers similar programs in other disciplines;~~

~~(ii) the course has received approval for college credit by the American council on education through the ACE credit program; or~~

~~(iii) the course has received approval of the international distance education certification center (IDECC) for the course design and delivery mechanism;~~

~~(B) the course has the approval of the licensing or certifying jurisdiction where the course is being offered; and~~

~~(C) the appraiser successfully completes a written examination administered by an official approved by the approved provider.~~

(f) To receive credit for a course, each applicant shall attend all classroom hours, even when the number of credit hours for which a course is approved is less than the total number of hours of the course presentation.

(g) The only course students or instructors may receive credit for attending or instructing any subsequent offering of the same course for one year after attending or teaching the course shall be any update of the ethics and standards of professional practice course. (Authorized by K.S.A. 58-4105; implementing K.S.A. 58-4109, K.S.A. 2001 Supp. 58-

4112, and K.S.A. 58-4117; effective Jan. 21, 1991; amended, T-117-6-10-91, June 10, 1991; amended Aug. 5, 1991; amended May 24, 1993; amended Feb. 6, 1995; amended May 23, 2003; amended P-_____.)